

Roanoke County Electoral Board Meeting Minutes

Date: April 18, 2023

Time: 1:30 PM

900 Chestnut St. Vinton, VA 24079

Chair: Ken Srpan

Vice Chair: Maurice McBride

Secretary: Jeff Krasnow (not in attendance)

Attendees: Ken Srpan Maurice McBride Anna Cloeter
 Maria Ward Doug Blount Richard Caywood

Visitors: None

1. **Call to Order:** The meeting was called to order by Chairman Srpan at 1:29 PM.
2. **Approval of Agenda:** The Electoral Board approved the meeting agenda with the addition of appointment of an acting secretary.
3. **Approval of Minutes:** The Electoral Board reviewed, approved, and signed the minutes from their last meeting.
4. **Agenda:**
 - a. *Appointment of Acting Secretary:* In the absence of Mr. Krasnow, Mr. Srpan requested that Mr. McBride serve as acting secretary for the day's Electoral Board meeting. Mr. McBride accepted the appointment.
 - b. *Closed Session:*
 - i. Mr. Srpan moved that the Board enter into a closed session to discuss election security as permitted by Virginia Code Section 2.2-3711 (A) (34). Mr. McBride seconded the motion and by a unanimous vote of 2-0, the Roanoke County Electoral Board entered into a Closed Session for the purpose of discussing election security and Roanoke County's compliance with Virginia's Local Election Security Standards at 1:31 PM.
 - ii. The Electoral Board ended Closed Session at 2:41 PM.
 - iii. At that time, Mr. Srpan asked the Secretary of the Electoral Board, in accordance with Virginia Code Section 2.2-3712 (D) to conduct a roll call vote to certify that to the best of each member's knowledge that (1) only public business matters lawfully exempt from open meeting requirements of the Virginia Freedom of Information Act were conducted in the closed meeting, and (2) only such public business as was identified in the motion for the closed meeting, by which the closed meeting was convened, was heard, discussed or considered in the closed meeting of the Electoral Board. The Acting Secretary then proceeded with a roll call vote as follows: Mr. Srpan - yes; Mr. McBride - yes.
 - c. *Resumption of Open Meeting:* On motion of Mr. Srpan and seconded by Mr. McBride, the Roanoke County Electoral Board resumed its meeting in open session. At that time, Electoral Board members Ken Srpan and Maurice McBride, Assistant Director of the Communications and IT Department Maria Ward, and Assistant County Administrator Doug Blount with the approval of County Administrator Richard Caywood signed Roanoke County's 2023 LESS Remediation Acknowledgement which must be submitted to the Virginia Department of Elections by May 1.

- d. *June 20, 2023 Primary in Roanoke County:*
 - i. Director of Elections & General Registrar Anna Cloeter shared with the Electoral Board that Roanoke County would be having a Democratic Primary in the new 4th State Senate District and Republican Primaries for the new 39th State House District, Clerk of Circuit Court, and Catawba Board of Supervisors. Ballots have been ordered for the election and L&A testing of voting equipment is scheduled.
 - ii. A list of important dates and deadlines for this election were provided, including that the first day of absentee voting in person and by mail would be May 5th, dates for training of officers of election had all been set, and that pre-processing of absentee ballots is scheduled for June 13th and 17th.
 - iii. Ms. Cloeter stated her intent to open and staff the Brambleton Center Satellite Voting Office from Saturday, June 10th and Monday, June 12th through Friday, June 16th from 8:00 AM to 4:00 PM and on Saturday, June 17th from 9:00 AM to 5:00 PM. Mr. Srpan and Mr. McBride agreed that would be sufficient for this primary.
- e. *Chairman's Report:* None.
- f. *Director's Report:* None.
- g. *Inquiries from Other Board Members:* None.
- h. *Public Comment:* None.
- i. *The Next Meetings:*
 - i. The Electoral Board will meet on May 8 at 10:00 AM to discuss the use of parliamentary procedure in its meetings and to reappoint a registrar.
 - ii. The Electoral Board will conduct its canvass of the June 20, 2023 Primary Elections on the following dates and times:
 1. June 21 at 1:00 PM (begin canvass);
 2. June 23 at NOON (provisional ballot hearings and continuation of canvass of results);
 3. June 26 at NOON (continue canvass of results);
 4. June 27 at 3:00 PM (certify results to SBE).

5. **Adjournment:** On motion of Mr. Srpan and seconded by Mr. McBride, the meeting was adjourned at 3:00 PM.

Secretary _____

Chair _____

Vice Chair _____